

TOWN OF NEWINGTON

TOWN HALL RENOVATION PROJECT BUILDING COMMITTEE

MINUTES

December 4, 2008

TOWN HALL CONFERENCE ROOM 2

- I. Call to Order – Chairperson Bottalico called the meeting to order at 4:02 pm
- II. Roll Call – Members present: Jay Bottalico, Steve Woods, Tom Bowen, Dan Carson, and Mike Lenares. Others present: David King, Kaestle Boos Associates; Robert Korpak, Director of Facilities Management; Jeff Baron, Dir. of Administrative Services.
- III. Public Participation - None
- IV. Boiler Project Progress Review –This project is now 99% completed. The last sensors are being installed and tested today. Temperatures within the building should return to their proper levels. The boiler feed water chemical system is on line. Mr. Korpak needs to provide the Metropolitan District with backflow prevention test results.
- V. Review Kaestle Boos revised proposal for Town Hall phased renovation approach – Kaestle Boos Associates presented a cost proposal to conduct a space needs study for a fee of \$40,000, which was distributed to all members in advance of the meeting. This includes not just determining the best use for the former Police Department space, but what the needs of all departments in the building are, including their expansion plans and anticipated new personnel. Following interviews with department heads a space needs program would be developed. From that space needs program would emanate potential layouts for the building that would be presented to the Committee. The Project Building Committee would review and provide comments. The final result will be a long range plan for the entire building, beyond just the Lower Level.

Various concerns were expressed by Committee members. This study is not duplicating the original report, which focused on mechanical and code deficiencies. Kaestle Boos will develop cost scenarios for keeping departments where they are currently located as well as for

relocating departments, will not be locked in to one specific scenario until the space needs study is accepted by the Committee, and will look at reducing hallway width or eliminating sections of hallways entirely in their examination of efficient uses of space. This study should take approximately ninety days to complete and will not linger on indefinitely. Kaestle Boos has been involved in the renovations of Town or City Halls in Cromwell, West Hartford and New Britain, among others. The space needs study would be paid for out of the approximately \$700,000 remaining from the heating system replacement project. If the Town were to issue a separate Request for Proposals for this study, the receipt of a final product would be delayed and other firms would have to overcome the competitive advantage Kaestle Boos has from their knowledge of the building as a result of their initial study and their design of the heating system.

Mr. Bowen made a motion that the Town Hall Renovation Project Building Committee accept the proposal of Kaestle Boos Associates of New Britain, dated November 17, 2008 to perform a space needs study of the Newington Town Hall for the sum of \$40,000. Second by Mr. Woods. The motion was approved by a vote of 4 YES (Bottalico, Bowen, Lenares and Woods) to 1 NO (Carson).

- VI. Any Other Business Pertinent to the Committee – None.
- VII. Public Participation – None.
- VIII. Adjournment – the meeting adjourned at 4:36 pm.

Respectfully submitted,

Jeff Baron

Jeff Baron
Director of Administrative Services